

SAFETY NEWSLETTER

SLIPS/FALLS & INCIDENT REPORTING ARE MAIN PROBLEM AREAS ON LSUS

AS EVIDENCED BY THE DATA TO THE RIGHT, SLIPS AND FALLS CONTINUE TO ACCOUNT FOR THE MAJORITY OF CAMPUS ACCIDENTS. TIPS TO PREVENT SLIPS AND FALLS ARE ON PAGE 3.

LSUS POLICY STATEMENT 6.01 REQUIRES THAT ALL INCIDENTS, REGARDLESS OF SEVERITY OF INJURY BE IMMEDIATELY REPORTED TO THE LSUS CAMPUS POLICE. IN THE CASE OF A LIFE THREATENING EMERGENCY WHERE 911 IS THE INITIAL CALL, THE NEXT CALL SHOULD BE TO CAMPUS POLICE SO THAT THEY MAY ASSIST EMS IN RESPONDING.

2013 Campus Accidents

	Accidents	Slip/Fall
Faculty/Staff	8	7 (88%)
Students	12	3 (25%)
Visitors	4	3 (75%)
Total	24	13 (42%)

Report all accidents and incidents, regardless of severity **IMMEDIATELY** to Campus Police

On campus: #999

Cell: 318 455-5497



TORNADO SEASON APPROACHING

It has been a long unseasonably cold winter but the recent warm weather serves as a reminder that we are entering perhaps the most dangerous of all the seasons here in north Louisiana—tornado season. In conjunction with Caddo Parish Emergency Planners, we will participate in a tornado drill sometime this spring. Campus Police will provide details once the date and time has been established. Please support this drill as a tornado poses one of the biggest threats to our campus as evidenced by major damage and death at other institutions in the recent past.

ASK THE SAFETY GUY.....

Q: I am a Faculty Advisor for a student organization and I want to take 10 students to a conference. Several students have offered to drive their personal vehicles. I know there are some rules from the state about this concerning insurance and liability – can you enlighten me?

A: Sure – glad you asked before the trip. Unlike faculty and staff, students are not considered state employees and therefore are not covered by the state if they are injured, regardless of whether they are participating in a university sponsored activity. Students may, however, travel in their own private vehicles but they will not be covered by the state if involved in an accident. Here are some basic steps to take in this situation:

1. Start planning early
2. Students driving should be on the LSUS Authorized Drivers List. See page 3 for details.
3. Students driving should complete the Certificate of Private Vehicle (available on HR website) You sign this as faculty advisor to certify that you approve of this travel
4. All students should complete the Hold Harmless Agreement (available on HR website)
5. Process Student Trip Travel Insurance on all students travelling. See details.
6. Conduct a pre-trip safety orientation emphasizing such things as seat belt usage, speeding, no cell/texting while driving etc.

Q: I am a staff member. Yesterday, I saw a woman trip in the UC but she did not appear to be badly injured. She went into The Port and was rubbing her knee a little. Should I have done anything?

A: Yes. By LSUS Policy you are required to immediately report all accidents and incidents regardless of the severity, to your supervisor or the Campus Police. This applies if you are injured yourself.

Q: My boyfriend wants to become a Safety Guy – any advice?

A: Tell him to be careful what he wishes for. But.....Safety Guys do have more fun

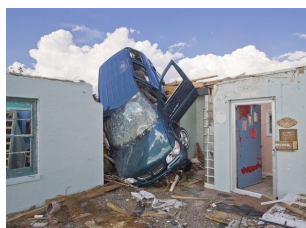


Have Safety or Risk Management questions? Send them to HR , Attn: Safety Guy

WHEN THE ALARM SOUNDS....

Should LSUS be endangered by a tornado, a warning will be broadcast via the campus wide intercom system. General procedures during a tornado are:

- MOVE TO A GROUND FLOOR CENTER HALLWAY
- DO NOT GET INTO A VEHICLE
- STAY AWAY FROM WINDOWS
- WAIT FOR THE ALL CLEAR



Don't mess with tornados!

HOW TO GET STUDENT TRIP TRAVEL INSURANCE

1. From the LSUS main web page, select “Forms”, then select “Risk Management”
2. Download the Student Trip Travel form and complete per instructions on the web page.
3. Determine if a Hold Harmless Agreement and/or Certificate of Privately Owned Vehicle must be completed. Instructions are on the same web page as the Student Trip Travel Form.
4. Take the completed Trip Travel Form along with a roster of students going on the trip to the cashier’s cage in the Administration Building for payment. Following payment, give a copy of the form and roster to Human Resources.

Authorized Driver Procedures

1. Submit Form DA 2054 (Authorized Driver Form) to your supervisor for approval (with initials). Read LSUS Policy 6.08 (on LSUS website)
2. Complete on line defensive driving course (link on HR website) and print Certificate of Completion
3. Submit certificate and the DA 2054 to Campus Police/switchboard. Include personal proof of insurance if using private vehicle.
4. Campus Police run DMV check. If clear, you are placed on Authorized Driver list for 3 years.
5. You will be contacted when it is time for renewal.
6. Report all traffic violations, regardless of



To Prevent Slips & Falls....

Clear clutter

Slow down—especially on stairs

Watch for wet spots

Anchor loose telephone and computer cords

Use handrail